**MEETING MINUTES –**

**[Week 6 MEETING 1 OF INTEGRATED PROJECT\_ GROUP #Carlos]**

**MEETING INFORMATION**

***Objective:*** Cancel and reschedule meeting

***Date:*** 06/24/2024

***Time:*** 8:00 AM EDT ***Meeting Type:*** Virtual Meeting

***Timekeeper:*** Carlos ***Note Taker:***  Ruizhe

***Attendees:*** Carlos(Mentor), Luyang(Mentee), Orange(Mentee), Ruizhe(Mentee)

**Meeting Documents**

* Data.csv uploaded by Team#Carlos
* Presentation template uploaded by Team#Carlos
* Classification notebook uploaded by Team#Carlos
* Team Analysis notebook uploaded by Team#Luyang

**Progress Report**

Team received data and began to work on EDA. Team is also preparing for the presentation.

**Special Business**

1. **Review Statement of work part 2**
   1. According to the calendar update, the whole team and mentor edited the statement of work part 2 of this week to make it more reasonable.
2. **EDA work guidance**
   1. Mentee team clarified the problem of data cleaning, including the removal of inappropriate type of claims and negative value.
   2. Mentee team learned the template about how to implement the univariate and bivariate analysis and visualization.
3. **Presentation guidance**
   1. Mentee team studied the presentation template and the important tips from mentor Carlos.
   2. Mentee team studied from McKinsey’s 3-Step Framework to prepare their presentation.

**Date and Time of the Next Meeting**

The students and mentors will meet on conference call on 06/28 Friday.

**Close**

All team members are working on data analysis and presentation.

June 24, 2024

Recorded by

Ruizhe